



# **Salem School Building/Construction Committee**

**Meeting date:** January 11, 2012

**Place:** Salem Town Hall

Conference Room #2

**Time:** 7:00 PM

## **Meeting Agenda**

1. Approve meeting minutes
2. Additions and Revisions
3. Electrical Discussion
4. Review final plans and expenses of renovation with John Ireland before the January 17, 2012 State meeting.
5. Discuss number of members that will be attending the January 17, 2011 State meeting.
6. Public Comment
7. Adjournment

**Town of Salem  
Board of Selectmen  
Regular Meeting  
January 3, 2012**

**Present: Kevin Lyden, Robyn McKenney, Elbert Burr, Lewis Buckley, Robert Ross**

**Call to order:**

**K. Lyden called the meeting to order at 7:30 P.M.**

K. Lyden wished residents a safe and Happy New Year.

The Pledge of Allegiance was recited.

**1. Approval of Minutes**

**M/S/C (Burr/Buckley) to approve the Board of Selectmen December 5, 2011 Regular Meeting Minutes as amended.**

**Vote: R. McKenney, E. Burr, L. Buckley and K. Lyden. Abstaining: R. Ross**

Page 3, 5. Reports A. First Selectman, 4<sup>th</sup> paragraph

The pavilion has been erected. CL&P will put in a new pole. The electric work needs to be finished. The handicap parking spot and walkway to the pavilion will be paved. The Boys Scouts are clearing the area around Dolbeare Dam. They are cutting brush and cutting wood and might possibly add benches. *There was at one time a gristmill in this area.*

R. McKenney noted the December BOS minutes were not posted to the website. D. Weston will inform the Town's Clerk office and have the December minutes posted.

**2. Correspondence/Public Comments:**

Correspondence – None to report.

Public Comment – None at this time.

**3. Agenda Additions or Revisions:**

Addition to 4. Agenda:

A) Schedule Work Meeting on Events Policy

A) is now B) Tax Collector Refunds

**M/S/C (Lyden/Burr) to approve the addition and re-lettering of Agenda items. Vote: approved unanimously.**

## 4. Agenda

### A. Schedule Work Meeting on Events Policy

K. Lyden reported the work on the pavilion will be completed by March or April 2012. He would like the events policy to be in place before then. K. Lyden will have paperwork from a previous draft of a policy that R. Ross worked on, the Town Insurance Company; and policies from other towns for the Board of Selectman members to review before the meeting.

B. Ross suggested K. Lyden give the BOS material to review concerning the policy before the meeting.

The policy should limit risk but also encourage resident private use of the pavilion and community events.

There will be fees involved for use of the pavilion.

The meeting will be scheduled for January 19, 2012, 6:30pm, K. Lyden office, Salem Town Hall.

### B. Tax Collector Refunds

The report from the Tax Collector was reviewed.

**M/S/C (Ross/Burr) for the Board of Selectmen to direct the town Treasurer to issue refunds recommended and certified by the Tax Collector report dated January 3, 2012 in the amount of \$563.08.**

**Vote: approved unanimously.**

(See attached)

## 5. Reports

### A. First Selectman –

The financial audit for July 1, 2010 through June 30, 2011 has been completed; a copy of the report was given to each member of the BOS. Recommendations were that an outside consultant be hired to review on a monthly basis financial bookkeeping and records. A consultant has been hired.

K. Lyden noted \$255,750.00 was returned back to the Town's General Fund from the General Government's budget. He thanked all departments for their fiscal responsibility when using our taxpayer's money.

Phase one of the sidewalk has been completed from the school to the town green. Phase Two from the town green to the library will be completed in the spring.

The pavilion has been erected; there is still electrical and paving to do.

Dunkin Donuts has opened in the Salem Town Center. The will have an official grand opening on Tuesday January 10, 2011 from 9:00 A.M. to 11:00 A.M.

R & W Heating and Plumbing had an official grand opening.

K. Lyden stated it was good to see businesses coming into the town and he encouraged residents to patronize new and existing businesses.

- B. Public Works** – A lawn mower was purchased by using the DEP Lawn Mower Exchange Grant Program. The town will receive 80% reimbursement of the purchase price of the new mower.

The guardrails and reflectors have been installed on Rattlesnake Ledge Road.

The new small plow truck has been delivered.

Repair is taking place for an older truck; it is being fitted for a flatbed.

- C. Building Department-** No report.

- D. Salem School Building Committee-** E. Burr informed the BOS the installation and full operation of the new school boiler program is completed. Final tests and inspections have been made along with the final billing. Next Monday, January 9, 2012, members of the building committee along with our architect Silver Petrucelli will give a presentation to the Board of Education reviewing the prior approved scope of the project and the construction work planned for this coming summer. The following week on Tuesday January 17, 2012 a meeting will take place with the State Bureau of School Facilities for a complete review of the project plans.

- E. Board of Education** – The first meeting of the year will be January 9, 2012.

- F. Board of Finance-** A presentation from Marsha Marien & Co was given to the BOF. Marien & Co. are merging with a larger firm. There is still interest from their company to handle the town's annual audit.

K. Lyden reported the BOF would like requests for Capital Budget Items due to them by the third week in January.

The BOF is asking for a zero or more percent increase for budgets; if more than a zero increase is asked for, documentation will need to be submitted to support the increase.

The BOF has requested from the BOE that only the minimum budget requirement be asked for in the 2011/2012 fiscal year (this is 99.5% of the existing budget) assuming there is declining enrollment.

- G. Planning and Zoning Commission** – E. Burr informed the BOS Attorney Steven Byrne presented to the P&Z Commission a supplementary workshop on Good Governance. It covered conflict of interest in zoning matters, guidelines for the conduct of public meetings, rules for procedure and highlights of the Freedom of Information Act.

The general regulation updates were reviewed and scheduled for a public meeting on February 28, 2012.

Two members were seated from the November elections; one new and one alternate moved up into a full term position. The Commission voted on the Chair position for 2012; along with the vice chair and secretary. An open alternate position was filled by a vote by the Commission.

The language for updating the town subdivision regulations for bonding is being worked on by the Commission.

**H. Inland Wetlands and Conservation Commission** – No report.

**I. Economic Development Commission**- R. Ross reported R&W Heating & Plumbing had a grand opening. The President and Vice President of the Eastern Ct. Chamber of Commerce attended.

The roundabout is on schedule; DOT construction work will start in April 1, 2012. It is possible if the State hires a contractor to demolish the white building on the corner that could be done before April 1. The moving of the water treatment facility is on schedule.

Communication programs concerning updates of the project for residents were discussed. R. McKenney suggested a page be put on the Town of Salem website dedicated for the roundabout project. .

A DOT briefing will take place at some point in the future; R. Ross will inform the BOS when this will take place.

K. Lyden did report signs will be put up on Rt. 2 for traffic to southern portions of the State to continue on Rt. 2 and avoid Rt. 85.

K. Lyden reminded residents to register on the website ([www.SalemCt.gov](http://www.SalemCt.gov)) for updates.

**J. Zoning Board of Appeals** – No report.

**K. Recreation Commission** – Diane Weston reported after school programs are being scheduled for the winter; summer programs are starting to be planned. Zumba will return on January 23 and a Yoga program will start on January 9<sup>th</sup>.

**L. Public Safety**- No report.

**M. Transfer Station** – K. Lyden reported an Eagle Scout project will be started to inform residents and students on the use of Single Stream Recycling.

K. Lyden reminded residents to use the Single Stream Recycling; the town receives revenue for this.

R. Ross inquired the possibility if the town could purchase in bulk recycle garbage cans to have available for purchase for the residents as a physical reminder to recycle.

**N. Library Board**- The library has updated their computer use policy.

**6. Public Comment**

None

**7. Future Action Items**

1. Town Events Policy  
(See 4. Agenda A).

**Adjournment**

**M/S/C (Ross/Burr) to adjourn at 8:13 P.M.**

**Vote: Approved unanimously.**

**Respectfully Submitted**

**Diane Weston**

**Recording Secretary**